

Check in with CANS
February, 2015
Monthly Conference Call with DOE-Child and Adult Nutrition Services
<http://doe.sd.gov/cans/index.aspx>
DOE.SchoolLunch@state.sd.us

Upcoming Dates and Reminders

- NSLP Training dates and topics will be coming soon
- On-Site monitoring (SD Memo 52.1) needs to take place prior to February 1st
- Don't forget there is an annual requirement to complete Civil Rights training for all staff that is involved with meal eligibility and serving meals as well as their supervisors.
- Please review, update, and sign your Standard Operating Procedures once per school year.

SD Policy on Exempt Fundraisers Recordkeeping

- **SD Policy on Exempt Fundraisers Recordkeeping Survey - Due May 15th from all SFA's**
 - Survey will gather information related to the impact on our schools
 - We are most interested in the food related fundraisers, but we are also looking for good ideas to share with other schools if schools are struggling with fundraising ideas
- **Steps to Success: Creating a Healthier Environment for Students to Learn and Staff to Work – March 23, 2015**
 - Interested in creating a healthier school environment? Developing and/or enhancing your School Wellness Policy?
 - [Register now](#) to attend training on promoting healthy eating (focusing on [Smart Snacks in Schools](#)), increasing physical activity in the classroom, and the importance of health promotion for staff.
 - The training, sponsored by the South Dakota Departments of Education and Health in collaboration with the Alliance for a Healthier Generation (AHG), will feature the AHG's national nutrition and physical activity advisors.
 - The training will be held on March 23, 2015 from 8:30-4:00 p.m. at RedRossa, 808 West Sioux Avenue, Pierre, SD. Participants will be reimbursed at state rates for meals, mileage, lodging and substitute teacher pay. A block of rooms has been reserved at state rates at the Ramkota Hotel, 605-224-6877 and the Governors Inn, 605-224-4200.
 - [Click here](#) for details. Or for more information contact Karen Keyser at Karen.keyser@state.sd.us or Kari Senger at kari.senger@healthiergeneration.org.

Computer Update

iCAN

- **School Nutrition Program (SNP): NSLP, SBP, SMP**
 - We are rapidly approaching the due date to get the applications in and revised in the iCAN on-line system.
 - All agreements must be approved before the February claim (due March 10) can be paid using the iCAN system.
- Reminder the agreement year is changing: We will open up the SY 2015-2016 agreement in April/May for the next school year.
- **Approximately ¼ of schools have not yet started the process. If SFAs do not complete process by March 10, the Feb claim will most likely not be paid. Only 2 attachments needed: Meal Attestation Statement J Meal and Milk Count Attachment K. All boxes on the checklist must be checked, even if nothing is attached before submission. Make sure each site has current and correct information. Once all steps are complete, the Submit for Approval button will activate.**
- **If you are not yet aware of the process, please contact the CANS office.**
- **Child and Adult Care Food Program (CACFP)** already has all agreements approved and has been claiming on the iCAN system for two months, feedback has been generally positive.
- **Seamless Summer Option (SSO) and Summer Food Service Program (SFSP)** will roll out in March/April, as the agreements will be entered into the new system.
- New UserID form for iCAN are posted on the CANS website. These must be filled out if you would like to add alternate contacts or back-up personnel.

iMatch

- We are anxiously awaiting another patch to clear security for installation. That should fix the State Search so that any school can search the entire state listing for their students.
- Eligibility Report is new and handy.
- Strongly suggest printing lists or retaining downloaded (electronic) data on file as a back up to the iMATCH system, since we are seeing some student's that appear and disappear. The 5.0 patch may take care of this issue.
- Amigo helper. Click on this and it will give you step-by-step assistance to run reports and collect data from iMATCH.
- Guidance posted on dashboard to help export reports.
- Planning a webinar and will announce when scheduled.

Discussion Topic Requests:

Email doe.schoolnlunch@state.sd.us your suggestions of topics that you would like us to discuss on the next Check in with CANS.

NEXT Check in with CANS is March 12, 2015, 2:30 PM